



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 49TH QUARTERMASTER GROUP  
3300 B AVENUE BLDG 9305A  
FORT LEE, VIRGINIA 23801-5119

REPLY TO  
ATTENTION OF:

AFFL-GC

24 June 2011

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Group Command Policy Letter #4 – 49<sup>th</sup> Quartermaster Group Policy on Equal Opportunity Formal Complaint Procedures**

1. REFERENCE: AR 600-20, Army Command Policy, 7 June 2006.
2. The 49<sup>th</sup> Group is committed to the Department of the Army's Equal Opportunity (EO) policy. Soldiers, family members, and civilians have the right to present a complaint or issue to the command without fear of intimidation, reprisal, or harassment.
3. There are two types of EO complaints, informal and formal. An informal complaint is a complaint not filed in writing. It is highly encouraged that these complaints be handled at the lowest level possible. If the complainant exercises their right to file a formal complaint, it is recommended they contact their Equal Opportunity Advisor (EOA) or the Division EO Office for assistance.
4. If the complainant feels it is necessary to go outside the chain of command, they may go to alternate agencies such as EOA, Inspector General, Chaplain, Provost Marshal, Medical Offices, Staff Judge Advocate, and the Housing Referral Office. Should an outside agency receive a complaint, it is recommended they contact the Division Equal Opportunity Office for assistance.
5. Commanders, leaders, and supervisors will support the complaint procedures as outlined in AR 600-20, Appendix D.
6. Upon initiation of a formal complaint, commanders will implement a plan to protect the complainant, any named witness, and the alleged perpetrator from reprisal. The plan will include, at minimum, specified meetings and discussions with the complainant, alleged perpetrator, named witnesses, and selected members of the chain of command and coworkers. Commanders at all levels will publish and post written command policy on complaint procedures.

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7. Soldiers, family members or civilians who feel they are being treated unfairly should contact their chain of command, unit EO Representative, or Group EOA for assistance.

6. Point of contact for this policy is the 49<sup>th</sup> Quartermaster Group Equal Opportunity Advisor, SFC Williams at 734-7840.

*"49ERS ALL THE WAY!"*

A handwritten signature in black ink, appearing to read 'Rodney D. Fogg', with a stylized flourish at the end.

RODNEY D. FOGG  
COL, LG  
Commanding

DISTRIBUTION: A